



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

**Supervising Nurse II
Permanent, Full-Time
\$7116- \$8651 Monthly**

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

Final File: Until Filled

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.spb.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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Duties and Responsibilities:

Under the Direction of the Supervising Nurse III

- Evaluate resident care to ensure 24-hour continuity; utilize resident care plan and multi-disciplinary staff meetings to ensure continuity of resident care. Regularly make rounds on all shifts to review resident care. Serve as resource person for assigned clinical areas. Identify and define recurring nursing problems and assist staff in solution of same. Report information and actions taken to the DON on a weekly basis or more often as needed. Approves admission to the SNF units in collaboration with the DON.
- Act as the Chairperson for all Nursing Quality Assurance Sub committees in setting up agenda for meetings. Initiate and complete data retrieval as requested by the QA Committee. Provide facility Clinical Service Chiefs with technical support services pertaining to all quality Assurance activities. Request follow-up data from Services as directed by the Quality Assurance Committee. Protect confidentiality of all information related to Risk Management and Quality Assurance activities within the facility. Collate, analyze and monitor problem data generated by the Quality Assurance Committee. Use patient information questionnaires, departmental minutes, notification forms, etc., as data sources.
- Plan staffing patterns and assign staff to meet patient needs on a 24 hour, 7-day per week basis. Schedule the interview process in collaboration with the OT in the staffing office to fill vacancies.
- Oversee the Rehabilitative Nursing Assistant Program. Meet with the Rehabilitative Nursing Assistants (RNA) and the Supervising Registered Nurses monthly to discuss the efficacy and progress of the residents in the program.
- Analyze information as reported on Incident Reports determining if information is consequential (requiring action).
- Make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in committees formed to improve quality of resident care as requested. Coordinate the Supervised Registered Nurse/Unit Manager meetings and transmit relevant information on a timely basis; utilize information obtained from staff.
- Participate in continuing education programs to maintain and improve nursing and management knowledge. Ensure all nursing staff maintain and upgrade nursing knowledge, Health & Safety. Direct the Nurse Instructor and the Health & Safety Officer to develop and present in-service education programs for all staff; encourage staff participation. Ensure that safety precautions and regulations for residents and staff are observed at all times. Assist in educating staff in optimum standards of resident care; monitor for compliance. Knowledgeable of USDVA, CCR Title 22, CFR Title 38 and CFR Title 42; current knowledge of all regulatory requirements. Possess knowledge of Word, Excel and Windows 2000. Ensure adequate provision and availability of equipment and supplies necessary for maintaining the units.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 11500 Nimitz Ave D413, Attn: G Steward** All State applications must be postmarked no later than the final filing date.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Gwen Steward, Human Resources Office, at (424) 832-8221. TDD: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.